Eurofound is an agency of the European Union, based in Dublin, Ireland which provides knowledge to assist in the development of social and work-related policies for key actors in the field of EU social policy and for the citizens of Europe. For more information on Eurofound’s activities, please visit: www.eurofound.europa.eu.

Eurofound is organising an open selection and recruitment procedure to establish a reserve list from which to recruit a well-qualified candidate to the role of:

Facilities Assistant

Eurofound applies a policy of equal opportunities.

II. CANDIDATE PROFILE – IS THIS JOB FOR YOU?

If you answer yes to most or all of the following questions, this could be the ideal job for you.

- Would you like to work with an EU agency which contributes to improving the working lives of EU citizens?
- Have you worked in the area of Facilities?
- Are you passionate about sustainability and environmental management?
- Do you enjoy working with contractors?
- Do you have good planning and coordination skills?

III. JOB CONTEXT & DUTIES

The Facilities Assistant will be primarily involved in Facilities and Environmental Management. In this context, the role holder will supervise and coordinate the services of a facilities management company.

The Facilities Assistant will be a flexible and proactive member of a small multi-disciplinary Facilities team within the larger diverse Resources Unit.

Reporting to the Head of Resources, the main duties will be:
• Supervision and coordination of a facilities management contractor, incl. regular meetings with the contractor to discuss scheduled and ad hoc works required;
• Placing orders and supervision of works via the contractor’s helpdesk;
• Close following-up of available budget and its consumption on scheduled and ad hoc services and input to budget forecast meetings;
• In-depth checking of and signing off on contractor’s invoices against work schedule, contract stipulations and work dockets;
• Discussion and agreement with contractor about changes required to the contract or its conditions;
• Planning and implementing measures for sustainability and environmental management of facilities as well as in relation to EMAS or similar certification;
• Drafting of new tender specifications for new procurement procedures and processing of procurement files;
• Operational facilities work such as small repairs, office / furniture moves, inventory registration and control, garden works;
• Deputisation for colleagues of the Facilities team, including Reception cover;
• Other duties and responsibilities that may be assigned by the Head of Unit.

IV. QUALIFICATIONS AND EXPERIENCE REQUIRED

The selection procedure is open to candidates who, by the closing date for applications, fulfil the following conditions:

1. ELIGIBILITY CRITERIA
   • Citizenship of one of the Member States of the European Union, entitled to full rights as a citizen;
   • have fulfilled any obligations imposed by the laws concerning military service;
   • have a thorough knowledge of one official language of the European Union and a satisfactory knowledge (level B2) of another language of the Union. As English is the daily working language of Eurofound, proficiency in English is required to a level necessary for the performance of the duties. The post of Facilities Assistant requires a high level of English;
   • a level of education which corresponds to completed secondary education, attested by a diploma.

2. SELECTION CRITERIA
Candidates will be shortlisted on the basis of the following criteria:
   • Qualification / training in the area of facilities / environmental / sustainability management;
   • At least three years professional experience in a similar role;
   • Experience in engaging, supervising and coordinating contractors.

In addition to the above, candidates who are invited for testing and interview will be assessed on the basis of the following criteria:
   • Experience in Facilities Management;
   • Knowledge of / Experience in environmental sustainability;
   • Systematic approach to work with good attention to detail;
   • Good numerical skills;
   • Good knowledge of the Microsoft Office 365 (Particularly Word and Excel);
• Very good customer service skills;
• Experience of working effectively in a team;
• Well-developed interpersonal and communication skills;
• Experience of having a proactive approach to problem-solving;
• Experience of working in an international or multicultural environment.

Candidates must be able to prove that they meet the conditions for admission by means of appropriate documents (copies of diplomas, certificates from university authorities and employers, etc.).

V. ORGANISATION OF THE SELECTION PROCEDURE

The Facilities Assistant will be recruited as Contract Agent (FG III, grade 8, 9 or 10) on an initial contract of 5 years, which may be renewed. Conditions of employment are based on the Staff Regulations of the European Communities and Conditions of Employment of other Servants.

The place of employment is Dublin and residence within reasonable distance of Eurofound’s office will be required in accordance with the Staff Regulations (Article 20).

Candidates will be shortlisted and those considered most suitable (a maximum of 8 candidates achieving a minimum of 70% in the shortlisting process) will be invited for written tests and for interview with the Selection Committee.

More details of the screening, interviewing and testing processes as well as conditions of employment - are outlined on Eurofound’s website. Candidates are advised to read this information carefully.

Appeals
If an applicant considers that he/she has been adversely affected by a particular decision during the selection process leading up to the appointment decision, he/she can lodge a complaint under Article 90(2) of the Staff Regulations as outlined on Eurofound’s website.

Data protection

More information on how we process your personal data may also be found on the website.

Applications must be submitted through the online recruitment system via Eurofound’s vacancies page and should be completed in English which is the daily working language of Eurofound.

In order to be considered, applications must be received before 23:55 (GMT) on 07.04.2020.